

FIRE LIEUTENANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This class encompasses the first level of supervisory positions in the suppression division of fire department services. Employees of this class are responsible for supervising and assisting a company of Firefighter/Operators in the performance of their duties, both at the station and at the scene of a fire or other emergency. Fire Lieutenants respond to all emergency calls, assuming command until relieved by a superior officer. Employees of this class supervise the daily maintenance of all equipment and apparatus, assist in the training of subordinate employees, and assist the Fire Captain with completion and maintenance of records and reports. The Fire Lieutenant receives general instructions from the Fire Captain and has the authority to work independently in most areas. This class ranks directly below that of Fire Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists superior officer with managing the department operations of one shift, and takes charge of an assigned shift in the absence of the Fire Captain. Recommends management policies, goals, and objectives to superiors. Briefs incoming Fire Captain of all pertinent activities on previous or upcoming shifts, and reviews records of shift activity. At the direction of a superior officer, issues orders and assigns work areas to subordinates, delegating authority for the more effective operation of the department. Provides assistance to subordinates in technical areas of work and inspects the appearance of assigned equipment and personnel. Evaluates employee work performance and resolves employee complaints and grievances as assigned. Assists the Fire Captain with providing informal training for new employees and participates in training and drills.

Answers fire alarms, records necessary information, and supervises driving of fire apparatus to emergency scene. Assumes incident command until relieved by a superior officer. Supervises emergency scene operations including fire suppression, size-up, rescue, pumper operations, forcible entry, ventilation, salvage and overhaul, emergency medical procedures, and hazardous materials. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information. Operates self-contained breathing apparatus and recognizes internal and external fire exposures. Performs and supervises hose operations, makes recommendations regarding fireground procedures to officer in charge, and observes emergency

scene for victims. Directs the operation of water streams, utilizes water supplies from public water systems or static sources, and uses appropriate fire extinguisher. Informs officer in charge of suspected arson. Assists the Fire Captain with identifying and handling hazardous materials. Provides for the needs of firefighters and other emergency personnel at the scene, and coordinates their activities. Reports injuries to superiors, notifies dispatcher to call for help when needed, and instructs civilians to vacate premises when their safety is not guaranteed.

Performs and supervises pumper operations and determines the number of hose lines that may be added during operations. Operates fire hydrants and pumps in relay. Performs truck operations and ensures that the apparatus remains stabilized during use. Oversees standpipe system support operations, calculates gpm of water flow, and assists the Captain on command with performing ladder load determinations. Performs calculations for nozzle, discharge pressures, and friction loss for hose lines.

Assists the Fire Captain with conducting pre-fire planning activities and strategies. Performs pre-fire planning inspections by visiting local facilities, draws preplanning maps and diagrams, and assists superior officers with planning for fires in residential and industrial areas. Aids the Fire Captain by reporting fire hazards. Secures the fire scene to prevent removal or damage of any evidence of suspected arson, maintains the chain of custody, and assists with questioning witnesses to a fire incident.

Works with superior officer by providing for the maintenance of department records and completes any forms or records assigned. Ensures that all necessary forms are completed on shift by subordinates, as instructed by a superior officer. Directs the completion of daily logs, checklists, reports and inventories as directed by a superior officer.

Inspects all equipment on the apparatus to make sure they are properly stored and in working order. Oversees the regular maintenance of all fire equipment. Conducts required safety tests of department equipment. Assists the Fire Captain by inspecting station facilities to ensure compliance with department maintenance standards. Receives reports about any problems with fire department property or equipment requiring maintenance. Performs and supervises the cleaning of fire apparatus, tools, equipment, and hoses after each use.

Conducts tours of department facilities for school or civic groups and participates in special community projects designed to improve fire department public relations.

Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least one (1) year immediately preceding closing date for application to the board.